



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: RESEARCH SPECIALIST

SALARY RANGE: \$24,107.20 - \$31,428.80

LOCATION: MUSCOGEE (CREEK) NATION CITIZENSHIP

JOB DUTIES: Under the supervision of the Manager, the Research Specialist shall provide research and information to the citizen and potential citizen in verifying the Muscogee (Creek) Nation lineage. Shall verify the lineal ancestry of applicants, ensuring that all guidelines/procedures for enrollment and the issuance of CDIB's are precisely and accurately followed. Must have extensive knowledge of the MCN Code Annotated, Citizenship/Census, and Title 7 establishing the citizenship roll and making provisions for enrollment of tribal citizens. Shall issue and receive citizenship/CDIB applications from prospective citizens. Shall assign MCN roll numbers and issues tribal citizenship cards. Shall answer citizenship/CDIB questions via telephone, walk-in visitors, and correspondence. Shall compile information from records/files/database for inclusion in reports; composes narratives and/or statistical summaries or reports for the citizenship department. Shall perform any and all other duties as assigned.

JOB QUALIFICATIONS: *Minimum requirements:* Two years of college level computer courses. Computer literate in word processing and database programs. Detailed oriented clerical capabilities. Ability to interact with the public on a daily basis. Experience in working within a tribal environment. *Preferred requirements:* Microsoft Office Professional, Access, HP Scanjet and Fargo Persona II ID Card Printer experience a plus. Must possess a valid driver's license. Must submit to and pass all necessary background checks and drug testing.
***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**
INDIAN PREFERENCE

CLOSING DATE: OCTOBER 9, 2006

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
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